Detailed Time Report

<div align="right">Function Key</div>

Timeframe	**11/16/2017 — 11/30/2017**		1 Client	**lawyerly.co**
Total	**21.50 Hours**		Projects	**All Projects**
	21.50 Uninvoiced Billable Hours		Categories	**All Tasks**
			Staff	**All Staff**

Client	Project	Task	Person	Hours
11/16/2017				**1.00**
lawyerly.co	lawyerly.co	Business Development	Joao Bolson	0.50
Add new slide to the Pitch Deck. *Save new files ad PPTX and PDF.* *Update the Pitch Deck file on the website*				
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	0.50
Follow up with ActionDev. *Send list of providers to Nestor, as they are working on the upload tool.*				
11/17/2017				**0.50**
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	0.50
Follow up with ActionDev. *Contact Nestor to het updates on the project*				
11/19/2017				**0.50**
lawyerly.co	lawyerly.co	Business Development	Joao Bolson	0.50
Call Armen to discuss TokBox, Web RTC, ActionDev tasks and User creation on lawyerly.co				
11/20/2017				**2.50**
lawyerly.co	lawyerly.co	Programming	Joao Bolson	1.00
Try to access Gentack with provided credentials with no luck. *Coordinate with Matheus and Gentack developers*				
lawyerly.co	lawyerly.co	Programming	Joao Bolson	0.75
Receive email from Indians and apply instructions to connect to the server using ssh and Public IP, plus PEMKEY				
lawyerly.co	lawyerly.co	Programming	Joao Bolson	0.50
Download updates for the UBUNTU Server. *Install the Updates.* *Remotely restart the server.*				
lawyerly.co	lawyerly.co	Programming	Joao Bolson	0.25
Discuss with ActionDev guys about possible issue with Gentack being hosted somewhere else.				
11/21/2017				**1.00**
lawyerly.co	lawyerly.co	Programming	Joao Bolson	0.75
			Total	**21.50**

Client	Project	Task	Person	Hours
		Contact Gentack to request access to the code.		
lawyerly.co	lawyerly.co	Programming	Joao Bolson	0.25
		Change website Services to remove "Working Capital"		
11/22/2017				**4.00**
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	0.25
		Follow up with ActionDev to make sure they got the necessary access to the Gentack code.		
lawyerly.co	lawyerly.co	Programming	Joao Bolson	0.75
		Changing passwords for all accounts lawyerly has. *Send Armen list and recommendations or password manager apps*		
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	1.50
		Coordinate with ActionDev on the project. *They said they dowloaded the code to their own computer and will upload to our Amazon when finished.*		
lawyerly.co	lawyerly.co	Programming	Joao Bolson	1.00
		Work on WordPress website. *Add several pages to link to Services.* *Compare them to the Pitch Deck*		
lawyerly.co	lawyerly.co	Programming	Joao Bolson	0.50
		Attempt to access one G Drive from another account. *Will help Armen do it later*		
11/24/2017				**0.75**
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	0.75
		Coordinate with Armen and ActionDev on the delivery of the first tasks. Also inquire abut the code in PDF and ask them to mke it a priority.		
11/25/2017				**0.50**
lawyerly.co	lawyerly.co	Programming	Joao Bolson	0.50
		Send Armen instructions on how to change information on lawyerly.co, such as remove services, and change order		
11/26/2017				**1.50**
lawyerly.co	lawyerly.co	Researching	Joao Bolson	1.50
		Research about TokBox and Stripe Connect. *Create accounts on TokBox* *Research about WordPress plugins for TokBox*		
11/27/2017				**2.00**
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	0.50
		Coordinate progress and PDF export with ActionDev. *Discuss new tasks*		
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	1.50
			Total	**21.50**

Client	Project	Task	Person	Hours
	Work in TokBox implementation on WordPress website. *Tested. Implementation works, but users always appear Offline.* *Needs troubleshoot*			
11/28/2017				**4.00**
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	2.00
	Coordinate with ActionDev. *- get link for exported PDF files for the code* *- discuss changes in Trello Cards* *- talk about TokBox* *- determine next task as WebRTC*			
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	2.00
11/29/2017				**1.75**
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	0.75
	Call Nestor and talk about all changes required, and priorities for next phase			
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	0.50
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	0.50
	Call with Armen to plan actions and delegations.			
11/30/2017				**1.50**
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	0.75
	Call with Matheus *- discuss TokBox* *- discuss Stripe* *- explain Armen's plans*			
lawyerly.co	lawyerly.co	Project Management	Joao Bolson	0.75
	Take Several Screenshots of the entire Gentack system, convert it to PDF and send to Armen.			
			Total	**21.50**